

ACADEMIC REGULATIONS AND RULES

Examination Rules

(Approved by the Senate on 23 September 2015)

GENERAL INSTRUCTIONS**1. Responsibility to Attend Examinations**

- a. Candidates are responsible for checking the dates, times and locations of their examinations from the examination schedules, and for presenting themselves for examination at the appointed place and time. Examination schedules will be announced by the Registry or academic unit one week prior to the examination period.
- b. Where all or part of the assessment for an examination is by means other than of a formally invigilated written examination, the instructor will announce details of the appropriate arrangements, and it is the candidate's responsibility to acquaint themselves with these details.
- c. A candidate who is unable to attend an examination under normal conditions because of illness, misadventure, or other extenuating circumstances, or who would be significantly disadvantaged if required to do so, may be permitted to sit the examination under special conditions. Such special arrangements, which may include (if necessary) additional time, a re-scheduling of the examination, the use of dictating or other faculties, and/or the use of premises outside the University, will be approved in advance by the University. In all other respects, the University regulations governing examinations will apply. Candidates requesting special arrangements on medical grounds will be required to substantiate their requests with a medical certificate or other documentary evidence. Candidates requesting special arrangements on other grounds may be required to reimburse the University for expenses incurred in such arrangements.
- d. A candidate is required to inform the academic units' office in writing immediately if for any reason he/she is unable to sit for an examination because of illness, accident or other causes, or if there is any factor arising immediately prior to or during the examination which the candidate believes could adversely affect his/her performance and which he/she wishes to be taken into account when assessing that performance. The candidate's letter must state clearly the examination in question, the cause of the absence or the manner in which the performance was affected, and must enclose the relevant supporting documentary evidence (e.g. medical certificates).
- e. Any candidate failing to give notice as specified in Examination Rule (1.d) above within seven working days after the examination to the academic units' office may lose the opportunity to have these circumstances taken into account or to appeal on these grounds against the decision of the Academic Council.
- f. No candidate's request to sit for examinations outside the specified periods of the Semester Dates will be accepted on the mere justification that he/she has to attend external examinations (e.g. TOEFL, CET4/6, etc.).

2. Use of Materials and Aids

- a. Candidates will provide themselves with the necessary writing and drawing tools.
- b. All questions in a written examination must be answered using only answer booklets, supplementary sheets and other materials provided by the University for that examination. Candidates at any examination, either written or practical, will not be permitted to have in their possession or to make use of any paper, books, notes, dictionaries, instruments, aids or other materials unless expressly authorized in the rubric of the examination paper.

Details of any such materials and aids which may be permitted in the examination will be provided to candidates in advance by the examiners. Authorized materials and aids will be subject to inspection by the invigilators.

- c. Where electronic calculators are permitted for use in an examination, these instruments should be non-programmable unless expressly allowed, hand-held, self-powered, and silent in operation. These should not possess any graphic or word-display facilities (e.g. Electronic dictionary, Databank watch.). Candidates may not use any external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules. Candidates are responsible for ensuring that their calculators are in working order, and have a sufficient power supply, and that alternative means of calculating are available in the event that their electronic calculators fail during an examination.
- d. Mathematical tables and all other materials provided by the University for use in examinations must not be removed by candidates from the examination venue.

3. Before the Examination

- a. Candidates are required to bring along their personal I.D. cards and student I.D. cards (Campus Cards) whenever they have an examination for verification purposes. Candidates who are unable to present their cards will not be allowed to write the examination.
- b. Invigilator should ensure that only examination candidates are allowed to enter the examination venue.
- c. Students should check their seat numbers, if any student cannot find his/her name on the seating plan, he/she should inform the Invigilator once admitted into the examination venue.
- d. Candidates will be admitted into the examination venue at least 5 minutes before the commencement of an examination. Candidates who arrive late and are admitted will not be given extra time. No candidate will be admitted into an examination venue 45 minutes after the commencement of an examination.

4. Entry to Examination Venue

- a. Candidates will not enter the examination venue until permitted to do so by an invigilator. Upon entering the examination venue, candidates become subject to the authority of the invigilators and must act according to any instructions given by an invigilator.
- b. Candidates are advised not to leave their study materials and personal property outside the entrance of the examination venue because of the risk having such items stolen. Such property should be deposited in a place well away from the candidates, as directed by the invigilator.
- c. Candidates with watch alarms or other apparatus which could create noise, e.g. calculators, mobile phones & pager etc. should switch them off.
- d. Candidates are not permitted to smoke, eat and drink during an examination.
- e. Candidates will observe silence within the examination venue except when it is necessary to communicate with an invigilator and that it will not cause any unnecessary distraction to other candidates. A candidate who persists in causing disturbance to other candidates after a warning may be required to discontinue the examination and leave the examination venue.

5. During the Examination

- a. Candidates will not start writing until given permission to do so by Invigilator.
- b. Candidates should first read through the whole question paper when an examination begins. If a wrong question paper was being handed out, or if the questions indicate that other

materials should have been given out, but have not been, candidates should inform the invigilator immediately.

- c. Candidates should pay attention to any general directions which may be stated either on the cover page of the examination paper or at the beginning of each question. They should also listen carefully to the presiding invigilator's announcements.
- d. Candidates must write the subject title, subject code and their student number clearly on the front page of each answer booklet.
- e. Candidates must read the instruction printed on the examination question paper before doing the examination.
- f. No candidate will be permitted to leave the examination venue during the first 45 and last 15 minutes of the examination. A candidate wishing to leave the examination venue temporarily will be permitted to do so under the supervision of an invigilator.
- g.
 - i) If circumstances arise during an examination which, in the opinion of the Invigilator, render it necessary for the examination to be cancelled or postponed, the Invigilator will stop the examination and, as soon as possible, arrange for the written scripts to be collected and report the matter to the respective academic unit.
 - ii) When a report is made under such circumstances, the academic unit will investigate the matter reported and take action as may be necessary. In the event another examination is ordered to be held, the new examination will be deemed to be the prescribed examination, and a report will be made to the Dean/Director of academic unit concerned.

6. Collection of Scripts

- a. During the last fifteen minutes of each examination period, students must remain in their seats until told to leave by the Invigilator.
- b. It is the responsibility of the candidate to ensure that all loose pages are securely fastened into the answer booklet and that all work which is to be considered by the examiners is handed in. No work that is removed by the candidate from the examination venue will be accepted for consideration by the examiners.

7. Conduct of Candidates

- a. Candidates will comply with all instructions given by an invigilator.
- b. Candidates will observe silence within the examination venue except when it is necessary to communicate with an invigilator, and that it will not cause any unnecessary distraction to other candidates. A candidate who persists in causing disturbance to other candidates after a warning may be required to discontinue the examination and leave the examination venue.
- c. No person may impersonate a candidate, nor may any candidate permit himself/herself to be impersonated at any examination.
- d. During an examination, candidates shall not communicate in any way with other candidates, nor give or receive any information, material or aid to or from other candidates, nor make use of any material or aid not specifically authorized for that examination.
- e.
 - i) Candidate who is found cheating or misconduct will be informed by the Invigilator, who is empowered with the authority, of the Faculty concerned, to discontinue the examination. Expulsion from the examination venues should occur only when it is felt that such disciplinary action is essential.
 - ii) The Registry reserves the right to withhold issuing the results of examinations within the investigation period.

8. Disqualification

If any of the following circumstances arises during the examination, such behavior will be considered as cheating or misconduct, the candidate will be disqualified and a failed grade will be given for the course. In severe cases, a disciplinary panel may be called to handle the case.

A record of such proceedings will be kept in the student's file:

- i) A candidate impersonates a candidate, or a candidate permits himself/herself to be impersonated.
- ii) A candidate improperly obtains knowledge of examination papers prior to the Examination.
- iii) A candidate is found to have any unauthorized article(s)/material(s) on/in the examination desk or on his/her person.
- iv) A candidate communicates or attempts to communicate improperly with any person inside or outside the examination venue.
- v) A candidate uses any unauthorized notes, books or electronic devices (e.g. Mobile phone, Electronic dictionary, Databank watch).
- vi) A candidate copies from the work of another candidate.
- vii) A candidate leaves and enters the examination venue without permission.
- viii) A candidate who persists in causing noise/disturbance to other candidates after a warning.

9. Disturbance

In the case of disturbance during an examination (e.g. very loud external noise), the invigilator may authorize additional time after the scheduled to be given time.

10. Supplementary/Re-Sit Examination

a. Supplementary Examination

- i) A candidate who is not able to attend an examination due to sickness or any other special reason as approved by the Dean/Director of his/her academic unit may apply for a supplementary examination. If medical set up is required in the examination venue, he/she will have to submit medical certificate(s) or other supporting document(s) issued by a hospital recognized by the Government. All charges will be born by the candidate.
- ii) A student who is absent from an examination will be requested to submit a written request with valid reasons, under normal circumstances, to the Faculty office concerned within seven working days from the date on which the examination was held.
- iii) A candidate will lose his/her right to apply a supplementary examination if (10.a.ii) is not fulfilled.

b. Re-Sit Examination

A re-sit examination may be given to a student admitted or resuming in academic year 2015/2016 or before who fails a required course which is examined mainly for content and not mainly for skills (for example, language skills), according to the following guidelines:

- i) A student whose course semester average is below 40 percent is required to repeat the course and cannot register for a re-sit examination except in very special circumstances approved by the Dean/Director of his/her academic unit.
 - ii) When a re-sit examination is given, the weight given to the examination in the course grading will be the same as the weight given to the original scheduled examination, as specified by the instructor in the course weightings approved by the Academic Council/Pedagogic Committee.
 - iii) The grade of a student who takes a re-sit examination can be raised no higher than "D" (pass) regardless of the score achieved in the re-sit examination.
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Students taking FBA courses are not allowed to apply for re-sit examination.

For students taking FAH or FSS courses, a re-sit examination will be permitted in FAH or FSS courses only if the student's class work average is 50% or above and course semester average is above 40%.

- iv) A student may take a re-sit examination for a failed course only once.
- v) A student is not allowed to take re-sit examination for more than two courses failed per semester.

Resit examinations are not applicable to students admitted or resuming in academic year 2016/2017 onwards.

- c. Supplementary/re-sit examinations are normally held two weeks after the end of the final examination period.
- d. Fee for Supplementary Examination/Re-Sit Examination
Administrative fee will be charged for the Supplementary Examination/Re-sit Examination and no action will be taken to update the student record if payment is not settled. Please refer to the Table of Fees for the relevant charges.

11. Appeal

- a. A candidate requesting a review of his/her examination performance will commence his/her appeal by sending to the faculty office a letter stating the grounds of the review and presenting relevant evidence within three weeks of the issue of the academic reports.
- b. A complaint about the academic judgment of an examiner or an Academic Council cannot be considered as valid grounds for an application for review.
- c. Every appeal case will be reviewed through the Academic Council only once and their conclusion will be the final decision of the case.
- d. The Academic Unit will inform the student in writing of the decision in each case.
- e. Under no circumstances will the examination script be released.

12. Cognizance of Examination Rules

Every candidate will be deemed to have both understood and accepted these examination rules.